

NCC Submission

Overview

Since fiscal year (FY) 2011, the Health Resources and Services Administration (HRSA) has utilized a streamlined process for recipients applying for non-competitive continuation funding. Under this process, current recipients are required to submit an annual Non-Competing Continuation (NCC) Progress Report within HRSA's Electronic Handbooks (EHBs). All recipients requesting noncompetitive continuation funding must submit reports in this manner.

HRSA uses the NCC Progress Report to assess progress for your approved project, as well as any significant change(s) to your approved funded program. Continuation of funding is based on compliance with applicable statutory and regulatory requirements, including the timely submission of the NCC Progress Report through the EHB, demonstrated organizational capacity to accomplish the project's goals, satisfactory progress, availability of Congressional appropriations, and a determination that continued funding would be in the best interest of the Government.

This user guide describes the steps you need to follow to submit a NCC progress report to HRSA.

For information on the Key Contact/Principal Form, visit the [NCC Key Contact/Principal Form help page](#).

On this page

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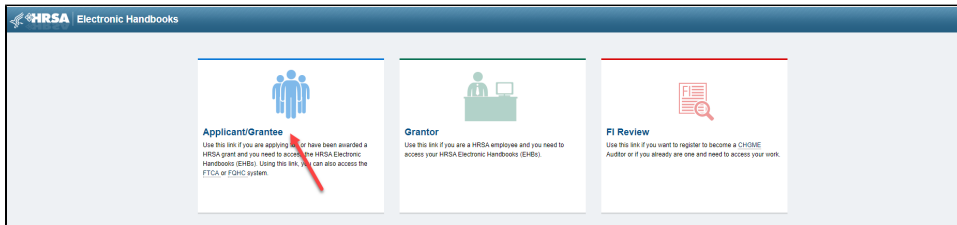
- Completing the Program Specific Forms for Grants NOT using MGATT
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 - Reviewing the Program Specific Forms

- Completing the Appendices Section
 - Attachment 1 - Performance Narrative - Required
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 - Attachment 3 - Biographical Sketches and Position Descriptions of New Project Personnel
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 - Attachment 5 - Supplemental Performance Narrative
 - Attachment 6 - Grantee Initiated Attachment
- Review NCC Progress Report
- Submit NCC Progress Report
- Reviewing Submitted NCC Progress Report

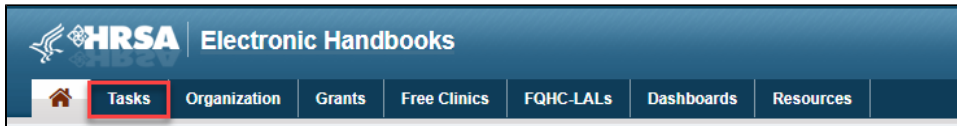
Non-Competing Continuation (NCC) Progress Report User Guide (for BHW Grants)

Accessing the NCC Progress Report

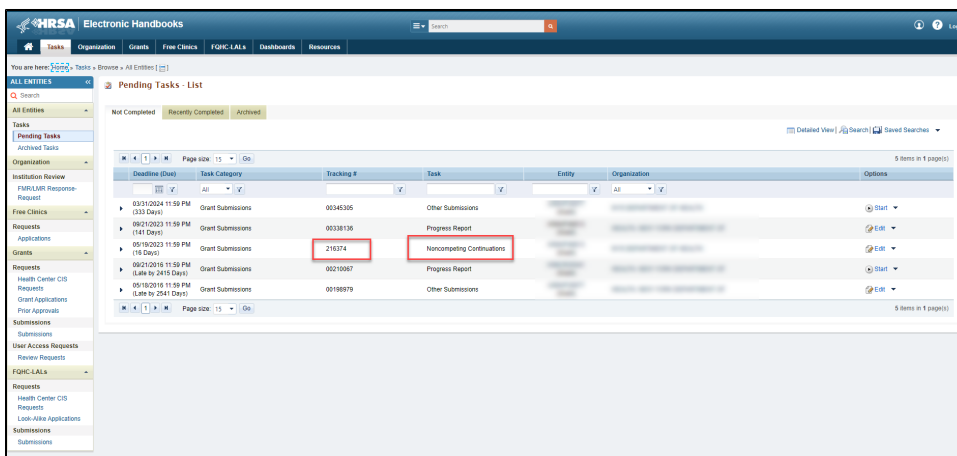
Login to the EHBs (<https://grants.hrsa.gov>) as Applicant/Grantee using your HRSA EHBs username and password.



Click on the **Tasks** tab from the top navigation bar in the EHBs.



You land on the “Pending Tasks - List” page, where you see a **Noncompeting Continuation** task with a tracking number. This is your NCC Progress Re



Click “Start/Edit” link under Options to navigate to the **NCC Progress Report – Status Overview** page.

This page gives you key information about your NCC Progress Report.

ALL TASKS << NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **COMPLETE**.

NCC Progress Report Tracking # : 00213819 **A** **Due Date: 09/02/2023 (Due In: 52 Days) | Status: In Progress**

Grant Number: [REDACTED] Original Deadline: 09/02/2023 Created On: 06/07/2023
Project Officer: [REDACTED] Project Officer Email: [REDACTED] Project Officer Contact #: (000) 000-0000
Last Updated By: Sherry, Daisy 7/12/2023 2:20:29 PM

Resources **B**
View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Users with Permissions on NCC Progress Report (2) **D**

Section	Status	Options
Basic Information		
SF-PPR	Complete	Update
SF-PPR-2	Complete	Update
Key Contact/Principal	Complete	Update
Performance Narrative	Complete	Update
Budget Information		
Section A	Complete	Update
Section B	Complete	Update
Section C	Complete	Update
Section D	Complete	Update
Section E	Complete	Update
Section F	Complete	Update
Section G - J	Complete	Update
Section K	Complete	Update
Other Information		
Appendices	Complete	Update

- A. The Header section displays your Grant Information and the Due Date for the NCC Progress Report.
- B. From the **Resources** links, view the read-only version of the NCC Progress Report (with the last information entered), the Last Notice of Aware (No.
- C. The **NCC Progress Report left menu** lists the forms needed to complete the NCC Progress Report and their status.
- I. Clicking on the form name navigates you to the selected form.
- D. Expanding the **Users with Permission on NCC Progress Report** section lists the users with access to the NCC Progress Report and their privilege
- I. View Noncompeting Continuations
- II. Edit Noncompeting Continuations
- III. Submit Noncompeting Continuations
- E. The **NCC Progress Report Status** section displays the status of each of the forms.
- I. Clicking on **Update** under the Options column navigates you to the selected form.

Completing the Basic Information Section Forms of the Progress Report

Click on the **SF-PPR** link from the left menu (or the Update link under Options for the SF-PPR form) to go to the **SF-PPR** page.

ALL TASKS << NCC Progress Report - Status Overview

Note(s):
The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in its current state.

NCC Progress Report Tracking # : 00216374 **Due Date: 05/19/2023 (Due In: 16 Days) | Status: In Progress**

Grant Number: [REDACTED] Original Deadline: 05/19/2023 Created On: 04/19/2023
Project Officer: N/A Project Officer Email: N/A
Last Updated By: Khosheh, Sahal 5/9/2023 10:24:14 PM Project Officer Contact #: N/A

Resources
View
NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Users with Permissions on NCC Progress Report (1)

Section	Status	Options
Basic Information		
SF-PPR	Complete	Update
SF-PPR-2	Complete	Update
Other Information		
Program Specific Information	Not Started	Update
Appendices	Not Complete	Update

The SFPPR form displays the basic award recipient organization information. Confirm the Authorizing Official for the award and update the Authorizing C necessary.

The screenshot shows the SFPPR form interface. The top navigation bar includes links for Tasks, Organization, Grants, Final Clinics, FQHC LALs, Dashboards, and Resources. The main header displays 'NCC Progress Report Tracking # : 00216374' and 'Due Date: 05/19/2023 (Due in: 16 Days) | Section Status: Complete'. The left sidebar contains a search bar and a list of tabs: Overview, Status, Basic Information, SF PPR, SF PPR-2, Other Information, Program Specific Information, Appendices, Review and Submit, Review, Submit, Other Functions, and Navigation. The main content area is divided into sections: 'Grantee Organization Information' with fields for Federal Grant or Other Identifying Number Assigned by Federal Agency, UIC, Employer Identification Number (EIN), Recipient Organization Name, Recipient Organization Address, CRS Entity Identification Number, Recipient Identifying Number or Account Number, Reporting Period End Date, and Final Report. Below this is the 'Authorizing Official (AO) Information' section with fields for Name, Phone, Email, and Options. The bottom of the form has 'Save' and 'Save and Continue' buttons.

Click the Save and Continue button to proceed to the **SFPPR2 (Cover Page Continuation)** form.

The SFPPR2 (Cover Page Continuation) form displays project information related to lobbying activities, areas affected by the project, and the Point of Contact be the Principal Investigator/Program Director for the award.

The screenshot shows the SFPPR2 (Cover Page Continuation) form. The top navigation bar is the same as the previous form. The main header displays 'NCC Progress Report Tracking # : 00202052' and 'Due Date: 05/19/2023 (Late By: 350 Days) | Section Status: Complete'. The left sidebar is the same as the previous form. The main content area is divided into sections: 'Supplemental Continuation of SF PPR Cover Page' with fields for Department Name, Division Name, Name of Federal Agency, Funding Opportunity Number, and Funding Opportunity Title; 'Lobbying Activities' with a section for 'Have you paid any funds for any lobbying activities related to this grant application (progress report)?' and a 'Download Template' button; 'Areas Affected by Project (City, County, State, etc.)' with a section for 'Affected Area(s)'; and 'Point of Contact (POC) Information' with fields for Name, Phone, Email, and Options. The bottom of the form has 'Save' and 'Save and Continue' buttons.

Update the information on this page as necessary and click the Save and Continue button to proceed to the **Program Specific Information** form.

If your grant submitted a Standardized Work Plan (SWP) form as part of the initial application and it is reporting quarterly using the QPUs, please refer to [Program Specific Forms for grants with SWP/QPU \(MGATT\)](#) instructions to complete the Program Specific Information forms.

If your grant DID NOT submit an SWP as part of the initial application and it is NOT reporting quarterly using the QPUs, please refer to the [Completing the for grants NOT using MGATT](#) instructions to complete the Program Specific Information forms.

Completing the Program Specific Forms for Grants with SWP/QPU (MGATT)

When accessing the Program Specific Forms you land at the **Program Specific Information – Status Overview** page. This page gives key information Program Specific forms.

Program Specific Information - Status Overview

NCC Progress Report Tracking #: 216374 | Grant Number: H56H090127

Due Date: 05/19/2023 | 16 Days Left

Resources

Last Year's Program Specific Forms | Last NoA | Last Awarded Application | Program Instructions | NCC Program Specific User Guide | Cumulative Program Specific Forms Report

NCC Progress Report Status

Sections	Status	Last Updated
Project Objectives and Accomplishments	Not Started	-
Project Barriers and Resolutions	Not Started	-
Technical Assistance Needs	Not Started	-

Overview

Last Updated On: -

3 Not Started | 0 In Progress | 0 Complete

Print

Click the link below to open the Program Specific Forms.

Print

- A. In the Header section you see your Grant Information, Due Date for the QPU submission and Number of Days left or Days Past Due.
- B. From the Resources links you access Last Year's Program Specific Forms (Read Only – if any), Last NoA (Read Only), Last Awarded Application (F the Program Instructions (Read Only), the NCC Program Specific User Guide (Read Only) and the Cumulative Program Specific Forms Report (Read Or
- C. In the NCC Progress Report Status section you see links to update your Project Objectives and Accomplishments, Project Barriers and Resolutions Technical Assistance Needs forms, Status of your updates (X Not Started, ! In Progress or Complete) and Last Updated dates for each form.
 - i. Clicking on the Project Objectives and Accomplishments link navigates you to the Project Objectives and Accomplishments page.
 - ii. Clicking on the Project Barriers and Resolutions link navigates you to the Project Barriers and Resolutions page.
 - iii. Clicking the Technical Assistance Needs link navigates you to the Technical Assistance Needs page.
- D. The Forms Overview section displays the Last Updated On with a date & time stamp, and Status of the update.
- E. The Print section allows you to Print the Program Specific forms.
- F. The left menu provides links to navigate to each of the Performance Data forms and also
 - I. Clicking the Program Specific Forms link in the Review section displays the read only format of the Program Specific Forms.
 - II. Clicking the Return to NCC link under the All Items/Overview section navigates back to the main NCC Progress Report

Updating the Project Objectives and Accomplishments

From the Program Specific Information - Status Overview page, click on the Project Objectives and Accomplishments link to go to the **Project Objective**

NCC Progress Report Status

Sections	Status	Last Updated
Project Objectives and Accomplishments	Not Started	-

The Project Objectives and Accomplishments page displays the Goals, Objectives, Sub-Objectives and Activities planned as specified in the finalized SV

Project Objectives and Accomplishments

NCC Progress Report Tracking #: 216374

Grant Number: | Original Deadline: 6/31/2025 | Created On: 9/1/2022

Resources

Last Year's Program Specific Forms | Last NoA | Last Awarded Application | Program Instructions | NCC Program Specific User Guide | Cumulative Program Specific Forms Report

Goal

Recruit and retain providers to sustain a growing primary health care workforce working in HPISA within their state

Objective 1: Incentivize providers to serve in HPISA by offering loan repayment covering eligible educational loans

Subobjective Activity	Q1	Q2	Q3	Q4
Enroll contracts with Primary Care Service Corps Round 6 awardees	N/A	N/A	N/A	N/A
If funding permits, execute one-year continuation contracts with Primary Care Service Corps awardees who have completed their contracts and wish to continue for an additional year.	N/A	N/A	N/A	N/A

Add an accomplishment

Add Accomplishment

Commented On | Author | Accomplishment | Options

Each activity displays the given status as provided in the Quarterly Progress Update (QPU) that was submitted and reviewed by the Project Officer (PO). status of N/A and in the case of a QPU not yet submitted or approved by the PO the status will display as "QPU not processed".

For each Objective, click on the "Add Accomplishment" button to summarize program accomplishments under each objective during this reporting period

An overlay/popup window is displayed.

The screenshot shows the 'Project Objectives and Accomplishments' page for NCC Progress Report Tracking #: 216374. A popup window titled 'Add Accomplishment' is open, allowing users to enter a new accomplishment. The background page shows a table with columns for 'Commented On', 'Author', 'Accomplishment', and 'Options'. The popup window has a text area for 'Add a accomplishment' and a character count of '0/5000 characters'. A red box highlights the 'Add Accomplishment' button in the popup.

Each text field allows for a 5000-character limit, the equivalent of three pages. When the text is entered, click the “Add Accomplishment” button.

The entered accomplishment is saved and displayed on the Project Objectives and Accomplishments page.

The screenshot shows the 'Project Objectives and Accomplishments' page after an accomplishment has been saved. The 'Add Accomplishment' popup is no longer present. The table at the bottom now displays the saved accomplishment with the following data:

Commented On	Author	Accomplishment	Options
05/03/2023, 10:26 PM EDT	Sohail Kneibei	Added accomplishment here	[Icon]

When all the Accomplishments for all the available Objectives are entered, click “**Save and Continue**” to navigate to the Project Barriers and Resolution:

The screenshot shows the 'Project Objectives and Accomplishments' page with the 'Save and Continue' button highlighted in a red box. The page displays a table with columns for 'Commented On', 'Author', 'Accomplishment', and 'Options'. The 'Save and Continue' button is located at the bottom right of the page.

If any objective is left without an accomplishment, a validation displays informing that all the objectives must have at least one accomplishment entered.

Updating the Project Barriers and Resolutions

From the Program Specific Information - Status Overview page, click the Project Barriers and Resolutions link to go to the **Project Barriers and Resolutions**

NCC Progress Report Status		
Sections	Status	Last Updated
Project Objectives and Accomplishments	✓ Complete	5/5/2023
Project Barriers and Resolutions	✗ Not Started	-
Technical Assistance Needs	✗ Not Started	-

You land on the “Project Barriers and Resolutions” page.

Click the “Add Barrier” button to add a barrier.

The **Add Barrier** page is displayed.

- A. In the Resolved section, mark if the barrier has been resolved (Yes) or if it remains unresolved (No).
- B. Describe the barriers, problems, or challenges that hampered your project's ability to successfully implement the approved plan (5,000-character limit).
- C. Detail the activities undertaken to resolve or minimize the effect of these barriers/problems (5,000-character limit).
- D. Link the entered barrier(s) to a specific objective, or multiple objectives, or if the issue is a crosscutting general barrier that is affecting the overall project.

When the barrier information is entered click “**Add Barrier**” button.

The entered Barrier is saved and displayed in the Project Barrier and Resolutions page.

If additional barriers need to be entered, click “**Add Barrier**” again and add the information for the new barrier as specified in the previous step.

When all the Barriers are entered, click “**Save and Continue**” to navigate to the Technical Assistance Needs.

Updating the Technical Assistance Needs

From the Program Specific Information - Status Overview page, click on the Technical Assistance Needs link to go to the **Technical Assistance Needs**

NCC Progress Report Status		
Sections	Status	Last Updated
☑ Project Objectives and Accomplishments	✔ Complete	5/5/2023
☑ Project Barriers and Resolutions	✔ Complete	5/5/2023
☑ Technical Assistance Needs	✖ Not Started	-

You land on the “Technical Assistance Needs” page.

Technical Assistance Needs

NCC Progress Report Tracking #: 215374

Grant Number : YGSP-F4613

Original Deadline : 8/31/2025

Created On : 9/1/2022

Resources

Last Year's Program Specific Forms | Last Roll | Last Awarded Application | Program Instructions | NCC Program Specific User Guide | Cumulative Program Specific Forms Report

Add Technical Assistance

Need	Description	Options
No results found.		

Return to Prior Page

Save Done and Continue

Click **"Add Technical Assistance"** to add a Technical Assistance Need.

The **Add Barrier** page is displayed.

Add Technical Assistance

▼
NCC Progress Report Tracking # 25374

Original Deadline: 5/31/2025

Created On: 5/1/2022

Resources

Last Year's Program Specific Forms
Last Goal
Last Awarded Application
Program Instructions
NCC Program Specific User Guide
Cumulative Program Specific Forms Report

Fields marked with * are required:

Description of Technical Assistance Need

To: Near state

Associate with Objectives

Project Level (Crosscutting - Category for general needs)

Goal #1: Recruit and retain providers to sustain a primary health care workforce working in HPSA within their state

☒
Objective #1: Incentivize providers to serve in HPSA by offering loan repayment covering eligible educational loans

Goal #2: Encourage state level partnership/cooperation with other stakeholders to address/meet state's health care workforce needs

☐
Objective #1: Work with other stakeholders to maximize applications to the Primary Care Service Corps

Goal #3: Increase access to primary care services in underserved communities

☐
Objective #1: Incentivize providers to serve in HPSA by offering loan repayment covering eligible educational loans

Goal #4: Decrease health care disparities in underserved communities

☐
Objective #1: Increase primary health care workforce serving in HPSA

Goal #5: Improve overall health care outcomes in underserved communities.

☐
Objective #1: Increase primary health care workforce serving in HPSA

Return to Technical Assistance

Add Technical Assistance

- A. Identify and describe any Technical Assistance Needs that HRSA may be able to provide that will assist your organization in meeting project objectives
- B. Link the entered Technical Assistance Needs to a specific objective, multiple objectives or if the need is a crosscutting general need that is affecting

When the Technical Assistance need is entered, click the “Add Technical Assistance” button.

The entered Technical Assistance Need is saved and displayed on the Technical Assistance Needs page.

Technical Assistance Needs

NCC Progress Report Tracking #: 251374

Grant Number: HSHF4613 Original Deadline: 9/31/2025 Created On: 9/1/2022

Resources

Last Year's Program Specific Forms | Last NGA | Last Awarded Application | Program Instructions | NCC Program Specific User Guide | Cumulative Program Specific Forms Report

Add Technical Assistance

M	Need	Description	Options
>	Need 1	To Need added	/ Edit

Return to Prior Page

Save Save and Continue

To add additional Technical Assistance Needs, click **"Add Technical Assistance"** again and add the information for the new technical assistance as specified below.

When all the Technical Assistance Needs are entered, click “**Save and Continue**” to navigate to the Program Specific Forms – Review page.

Technical Assistance Needs

NCC Progress Report Tracking #: 216374

Grant Number: H56HP46813 Original Deadline: 5/31/2025 Created On: 9/10/2022

Resources

Last Year's Program Specific Forms | Last N/A | Last Awarded Application | Program Instructions | NCC Program Specific User Guide | Cumulative Program Specific Forms Report

Add Technical Assistance

Need	Description	Options
Need 1	TA Need added	0/ Edit

Return to Prior Page

Save Save and Continue

Reviewing the Program Specific Forms

Once all the forms are completed, you must access the Program Specific Forms - Review. The review page can be accessed from the left menu. Click on the Forms link to go to the **Program Specific Forms - Review** page.

Program Specific Information - Status Overview

NCC Progress Report Tracking #: 216374 Grant Number: H56HP46813

Due Date: 05/19/2023 14 Days Left

Resources

Last Year's Program Specific Forms | Last N/A | Last Awarded Application | Program Instructions | NCC Program Specific User Guide | Cumulative Program Specific Forms Report

Section	Status	Last Updated
Project Objectives and Accomplishments	Complete	5/5/2023
Project Barriers and Resolutions	Complete	5/5/2023
Technical Assistance Needs	Complete	5/5/2023

Overview

Last Updated On: 5/5/2023 9:26 AM EST

0 Not Started 0 In Progress 3 Complete

Print

Click the link below to open the Program Specific Forms

Print

The **Program Specific Forms - Review** page is displayed.

Program Specific Forms - Review

NCC Progress Report Tracking #: 216374

Grant Number: H56HP46813 Original Deadline: 5/31/2025 Created On: 9/10/2022

Resources

Last Year's Program Specific Forms | Last N/A | Last Awarded Application | Program Instructions | NCC Program Specific User Guide | Cumulative Program Specific Forms Report

BP 1

Project Objectives and Accomplishments

Goal: Recruit and retain providers to sustain a growing primary health care workforce working in HPSCA within their state

Objective 1

Date of Creation: 10/03/2022

Description of Objective: Incentivize providers to serve in HPSCA by offering loan repayment covering eligible educational loans

Description of Accomplishments: H(2023)

Goal: Encourage state level partnership/cooperation with other stakeholders to address meet state's health care workforce needs

Objective 1

Date of Creation: 10/03/2022

Description of Objective: Work with other stakeholders to maximize applications to the Primary Care Service Corps

Description of Accomplishments: H(2023)

Project Barriers and Resolutions

Project Barriers and Resolutions 1

Date of Creation: 05/05/2023

Description of Barriers: Added one barrier description here

Steps taken to resolve: Taken the following steps to resolve the barrier entered

Related to: Goal #1 - Objective #1

Status: Not Resolved

Technical Assistance Needs

Technical Assistance Needs 1

Date of Creation: 05/05/2023

Technical Assistance Needs: TA Need added

Related to: Goal #1 - Objective #1

Complete Status

OSM No. 0815-0061 Expiration Date: 5/31/2025

Review the information in the read only page that contains the entered accomplishments, barriers and technical assistance needs. Click “**Complete Stat** Specific Forms and return to the main **NCC Progress Report - Status Overview** page.

Completing the Program Specific Forms for Grants NOT using MGATT

When accessing the Program Specific Forms you land at the **Program Specific Information – Status Overview** page. This page gives key information about Program Specific forms.

This section of the report shows the status of:

- Project Objectives and Accomplishments
- Project Barriers and Resolutions
- Technical Assistance Needs

Updating the Project Objectives and Accomplishments

The first required Performance Data section is the **Project Objectives and Accomplishments**. Instructions for this section are provided directly below the title of the section. Additional instructions are found within the Program Instructions link under the **Resources** menu.

1. If this is the first NCC Progress Report submission you are completing during your project period, begin by creating a project objective by clicking the '+' button. After the objective is created, enter a **Description of Objective** and relative **Accomplishments** for the described objective as indicated below.
2. Ensure you save your work periodically by clicking the Save button before navigating to another objective. Navigating away from this section or the current objective without saving your work results in the loss of entered information.
3. Each text field allows for a 5000 character limit, the equivalent of three pages.
4. Users can only complete this section when at least one objective is created and all validation errors have been resolved. There is no limit on the number of objectives that can be created. The **Description of Objective** field is required.
5. Newly created objectives can be deleted by clicking the **Delete Objective**
6. You navigate to the next performance data section by clicking **Save and Continue** when ready.
7. If there were any objectives created in previous NCC Progress Reports, these objectives will prepopulate in the current year Project Objectives and Accomplishments form and cannot be deleted. The **Description of Objective** field for these objectives will not be editable. **Accomplishments** may be edited.

Updating the Project Barriers and Resolutions

The second section of the Program Specific Information forms is the **Project Barriers and Resolutions** performance data section. Users list barriers/prc project's ability to implement the approved plan during this reporting period. Also, users must describe the activities undertaken to minimize the effect of (Figure 4).

Similar to the previous section, instructions, and resource links are found at the top of the page.

1. Ensure you save your work periodically by clicking the Save button before navigating to another barrier. Navigating away from this section or the cu your work results in a loss of entered information.
2. Each text field allows for a 5000 character limit, the equivalent of three pages.
3. Users can complete this form without creating any barriers. There is no limit on the number of barriers that can be created. For newly created barrie field is required.
4. Users can indicate that a barrier has been resolved by checking the Resolved checkbox. You will be required to fill in the **Activities Taken to Reso** checked.
5. Newly created barriers can be deleted by clicking the **Delete Barrier**
6. If a barrier is related to one of your project objectives, use the **Associate with Objective** multi-select dropdown menu to select one or more objectiv to.
7. If there were any barriers created in previous NCC Progress Reports, these barriers prepopulate in the current year Project Barriers and Resolution deleted. The Description of Barrier field for these barriers are be editable. **Activities Taken to Resolve** may be edited.
8. You can navigate to the next performance data section by clicking **Save and Continue** when ready. This section can only be completed after all val resolved.

Updating the Technical Assistance Needs

The final section of the Program Specific Information forms is the **Technical Assistance Needs** performance data section. In this portion of the required technical assistance needs that assist their organization in meeting project objectives and/or improve performance

1. Ensure you save your work periodically by clicking the **Save** button before navigating to another section of the report. To navigate away from this se work will result in a loss of entered information.
2. To create new technical assistance needs, click the '+' button. There is no limit on the number of technical assistance needs that can be created.
3. Newly created technical assistance needs can be deleted by clicking the **Delete Technical Assistance Needs** button
4. If a technical assistance need is related to one of your project objectives, use the **Associate with Objective** multi-select dropdown menu to select (the technical assistance need pertains to.
5. The displayed text field allows for a 5000 character limit, the equivalent of 3 pages.
6. Users can complete this section without creating any technical assistance needs. The **Description of Technical Assistance Need** field is required assistance needs.
7. You can navigate to the review section of the Program Specific Forms by clicking **Save and Continue** button at the bottom right of the page.

Reviewing the Program Specific Forms

With all three sections of the Program Specific Forms completed it is advisable to review the entered information on the **Program Specific Forms – Review** page. Users navigate here by clicking **Save and Continue** from the previous page or by clicking the **Program Specific Forms** link under the Review section in the left side menu.

This page provides a read only version of the entered information for this portion of the report. If any information is inaccurate or needs editing, navigate back to the appropriate section and make the updates as necessary. Remember to continually save the work before navigating away from any page or section of the report to avoid losing the work.

Users can print these forms if they choose to do so by clicking the **Print All Forms** button as indicated in the image below.

Program Specific Forms - Review

NCC Progress Report Tracking #: 00156985 Due Date: 04/02/2019 (Due In: 245 Days) | Status: In Progress

Resources

View

Last Years Program Specific Forms | Last NoA | Last Awarded Application | Program Instructions | NCC Program Specific User Guide | Cumulative Program Specific Forms Report

Print All Forms

Project Period: 7/1/2017 - 6/30/2021

Project Objectives and Accomplishments

Objective A

Date of Creation: 3/12/2018

Description of Objective: Project Goal (Objective) #1: Increase disadvantaged BSN student enrollment by at least five additional incoming freshmen each academic year (beyond current active project enrollment of 63 students and adjustment for those who are graduating). (1a, 1b)

Accomplishments

Description of Accomplishments (2018): Accomplishments: (a) The PC has begun reviewing nursing applications for academic year 2018-19 with the Office of Undergraduate Admissions' nursing representatives; (b) The Dean for Undergraduate Admissions and the recruiters have agreed to attend the American Association of College of Nursing (AACN) Holistic Admissions Workshop on April 23, 2018. Additionally, the Dean for Undergraduate Admissions agreed to reevaluate the Office of Undergraduate Admissions website to make holistic admissions more visible. Currently, high school course work, trends in grades, including upward and downward trends; types of courses taken, class rank, grade point averages, letters for recommendation, an essay, a list of extracurricular activities, and ACT/SAT scores are all listed on the webpage. These are predominantly quantitative metrics without much emphasis on additional information to provide ways to evaluate some of the more qualitative aspects that could also help in determining applicants who could bring additional strengths to the nursing profession. This situation will be reviewed with other attendees in light of the information learned at the AACN workshop to further improve clarity about Marquette's processes.

1. When ready, return to the Status Overview of this section of the report by clicking the **Status** link in the left side navigation menu as shown above.

Returning to the **Program Specific Information - Status Overview** page, click the **Complete Status** link in the left side navigation menu. This will direct back to the overall **NCC Progress Report - Status Overview** page.

Program Specific Information - Status Overview

NCC Progress Report Tracking #: 00104328 Due Date: 04/02/2013 (Due In: 47 Days) | Status: Complete

Resources

Users with Permission on NCC Progress Report (2)

NCC Progress Report Status

Section	Status	Options
Performance Data	Complete	Update
Project Objectives and Accomplishments	Complete	Update
Project Barriers and Resolutions	Complete	Update
Technical Assistance Needs	Complete	Update

Completing the Appendices Section

Click the **Appendices** link from the left menu (or the Update link under Options for the SF-PPR form) to go to the **Appendices** page.

NCC Progress Report - Status Overview

NCC Progress Report Tracking #: 00216374 Due Date: 05/19/2023 (Due In: 14 Days) | Status: In Progress

Resources

View

NCC Progress Report | Last NoA | Program Instructions | NCC User Guide

Users with Permission on NCC Progress Report (1)

NCC Progress Report Status

Section	Status	Options
Basic Information	Complete	Update
SF-PPR	Complete	Update
SF-PPR-2	Complete	Update
Other Information	Complete	Update
Program Specific Information	Complete	Update
Appendices	Not Started	Update

The Appendices is displayed with the required attachments marked with red asterisk.

Appendices

NCC Progress Report Tracking #: 00216374 Due Date: 05/19/2022 (Due In: 14 Days) | Section Status: Not Started

Resources 0

Performance Narrative (Minimum 1) (Maximum 1)	No documents attached	Attach File
Maintenance of Effort and Estimated Unobligated Balance (Minimum 1) (Maximum 1)	No documents attached	Attach File
Biographical Sketches and Position Descriptions of New Project Personnel (Maximum 1)	No documents attached	Attach File
Updated Project Abstract (Minimum 1) (Maximum 1)	No documents attached	Attach File
Supplemental Performance Narrative (Maximum 1)	No documents attached	Attach File
Creative Initiated Attachment (Maximum 1)	No documents attached	Attach File
Attachment 7 (Maximum 1)	No documents attached	Attach File

Under the Appendices section of the EHBs, recipients are requested to include only the attachments listed below with the NCC Progress Report submission.

Each attachment must contain the Grant Number, Project Title, Organization Name, and Principal Investigator/Program Director Name. Recipients must that each attachment is correctly labeled and attached in the “Appendices” section as follows:

Attachment 1 - Performance Narrative – Required

Attachment 2 - Maintenance of Effort (MOE) and Estimated Unobligated Balance – Required

Attachment 3 - Biographical Sketches and Position Descriptions of New Project Personnel

Attachment 4 - Updated Project Abstract – Required

Attachment 5 - Supplemental Performance Narrative

Attachment 6 - Grantee Initiated Attachment

NOTE: Attachments 1, 2, and 4 are required. All other attachments are based on project events occurring during the reporting period. If no changes have occurred, then no other attachments are required. However, the user can submit both supplemental narrative information (Attachment 5) and one self-initiated attachment (Grantee Initiated Attachment 6) considered to be of key importance to the project.

Once all the attachments are uploaded, click **"Save and Continue"** to review and submit the NCC Progress report.

[illegible]

Attachment 1 - Performance Narrative - Required

The purpose of the performance narrative is to provide a comprehensive overview of current staffing, projected progress for the remainder of the current budget year, and plans for the upcoming budget year. This narrative document provides information about the overall progress in meeting the approved and funded objectives of the project, as well as plans for continuation of the project in the coming budget period. Include updates on any NOFO-specific program requirements indicated in the award.

The performance narrative should be submitted as one attachment and must include the following information in the sequence listed below. The document should be no more than 10 pages in length single-spaced with double-spacing between paragraphs, sections, and sub-sections. The font style and size should be easily readable.

- a) Project Identifier Information
 - a. Grant Number
 - b. Project Title
 - c. Organization Name
 - d. Mailing Address
 - e. Principal Investigator/Project Director Name:
 - i. Name and Title
 - ii. Phone
 - iii. Email
- b) Work Plan Progress Summary

Recipients must submit a summary on progress for work plan goals and objectives, which includes:

1. Current staffing: Describe current staffing, including the roles and responsibilities of each staff member and the percent of effort each staff member spends on the award, changes to key personnel (biographical sketches must be uploaded as Attachment 3), and a discussion of any vacancies and difficulties in hiring or retaining staff;
2. Operations: Describe any other significant changes to the project that occurred during the reporting period, including changes to contracts or subcontracts, methodology for achieving goals and objectives, and financial resources. Also, please describe any changes that occurred in the larger organization supporting the award as well as any changes that may have occurred in the overall landscape in which the project operates. Describe why each change was made and how each change is affecting or influencing the project's goals, objectives, activities, timeframes, and performance.
3. Plans for the time remaining in the current budget period: Please describe the activities planned and progress expected during the remainder of the budget period. Please include any changes that are anticipated to occur; and
4. Plans for the upcoming budget year: Discuss your project plan for the coming budget year, including, where applicable, the number of projected trainees and/or participants/patients to be served. Based on the approved work plan, provide a detailed statement of the milestones or progress toward the outcome objectives planned for the period for which continuation funds are being sought and a description of the process objectives and activities that will be undertaken to achieve these milestones. Describe and justify any expected changes in direction and efforts and expected changes in personnel and budget allocations. Note a request for change to the approved project plan, including significant rebudgeting, must be submitted separately from the NCC Progress Report using EHBs "Prior Approval" module.

Attachment 2 - Maintenance of Effort (MOE) and Estimated Unobligated Balance - Required

Provide information indicating you are still maintaining the MOE requirement on this award. You must agree to maintain non-federal funding for award activities at a level that is not less than expenditures for such activities during the fiscal year prior to receiving the award. Provide the baseline aggregate expenditure for the current fiscal year and an estimate for the next fiscal year by providing the following information:

- Amount of actual Current FY non-federal funds, including in-kind, expended for activities.
- Amount of estimated for next FY non-federal funds, including in-kind, designated for proposed activities.

Also, include an estimate of the unobligated balance (UOB) of funds and the reason(s) why these funds will not be expended by the end of the current budget period as originally planned. If no unobligated balance of funds is expected by the end of the current budget period, include a statement to this effect.

NOTE: Providing this information is not a guarantee that these funds will be available to request as carry forward funds for the next budget year. Carry forward funds must be requested separately through the HRSA EHBs using the "Prior Approval" submission process and in general should be made at the time the formal Federal Financial Report (FFR) is submitted, or no later than 30 days after the FFR submission. Recipients with awards covered under expanded authority should consult the terms and conditions of their award for additional options related to carrying forward funds. Please discuss plans to carry forward funds with your project officer prior to submitting a formal Prior Approval request for carrying funds forward into the next budget year.

Any funds that are not requested to be carried over will not be available for future use. Requests for significant rebudgeting must also be submitted separately from the NCC Progress Report using EHBs "Prior Approval" module. As a reminder, any budget-related questions must be directed toward your Grants Management Specialist.

Attachment 3 - Biographical Sketches and Position Descriptions of New Project Personnel

Note: This step explains the Biographical Sketch as part of the Appendices. For information about the Biographical Sketch section of the Key Contact/Principal page, please refer to the [NCC Key Contact/Principal Form](#) help page. These are two different processes.

Provide Position Descriptions for NEW Project Staff: Position descriptions should include the roles, responsibilities, contact information (e.g. email, mailing address), and qualifications of new project staff hired during the current budget year. Note that a requested change in Project Director (PD) and key personnel is a prior approval action and should not be requested here.

Attach Biographical Sketches for NEW Key Personnel using the sample Biographical Sketch form.

BIOGRAPHICAL SKETCH			
Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. DO NOT EXCEED TWO PAGES PER PERSON.			
NAME		POSITION TITLE	
EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)			
INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YY	FIELD OF STUDY
Please refer to the application instructions in order to complete this section.			

The biographical sketch may not exceed two pages per person. This 2-page limit includes the table at the top of the first page.

Biographical sketches should follow the format described below. Complete the educational block at the top of the format page and at a minimum complete sections A and B.

Section A: Personal Statement. Briefly describe why the individual's experience and qualifications make him/her particularly well-suited for his/her role (e.g., PD/PI) in the project that is the subject of the award.

Section B: Positions and Honors. List in chronological order the previous positions, concluding with the present position. List faculty /professional appointments and any honors received. Include present membership on any Federal Government public advisory committee.

Section C: Peer-reviewed publications or manuscripts in press (in chronological order). Applicants are encouraged to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on date, importance to the field, and/or relevance to the proposed research. Citations that are publicly available in a free, online format may include URLs along with the full reference (note that copies of publicly available publications are not acceptable as appendix material).

Section D: Other Support. List both selected ongoing and completed (during the last three years) research and grant support (Federal or non-Federal support). Begin with any projects relevant to the project funded in this application. Briefly indicate the overall goals of the projects and responsibilities of the Senior/Key Person identified on the Biographical Sketch.

Attachment 4 - Updated Project Abstract – Required

All recipients must provide a project summary or synopsis (not exceeding one page) of their project reflecting the overall purpose, activities conducted, goals and milestones as well as information on specific populations or topics areas addressed by award activities (i.e., tribal populations, disadvantaged and/or underrepresented minority focus, cultural competency, HIV/AIDS, veterans, etc.). Begin your summary by re-stating the goals and objectives for which the project was funded.

Attachment 5 - Supplemental Performance Narrative

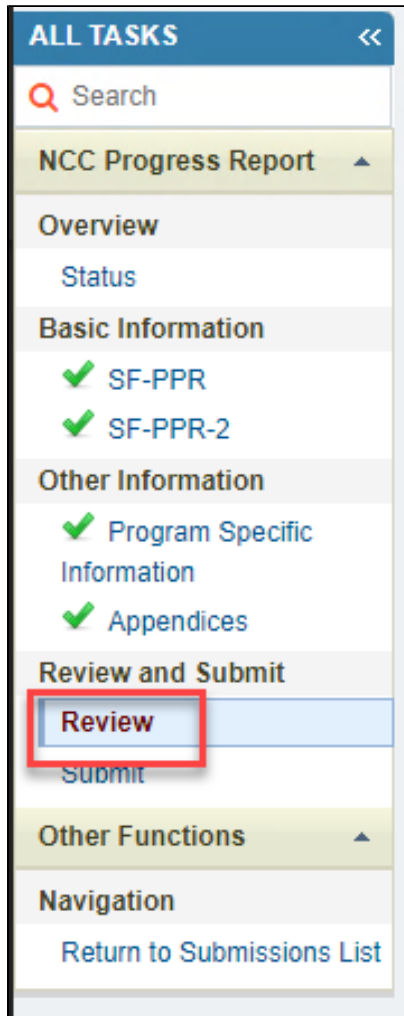
The purpose of the supplemental performance narrative is to provide more detailed information, not covered in the Standard Performance Narrative or Program Specific Forms, on a voluntary basis. Attachment 5 is an opportunity for you to include supplemental performance narrative about your project accomplishments in relation to the goals and objectives of the funding announcement, and can include, for example, information on your partnerships and outreach to new field placements, and diversity of student recruitment efforts.

Attachment 6 - Grantee Initiated Attachment

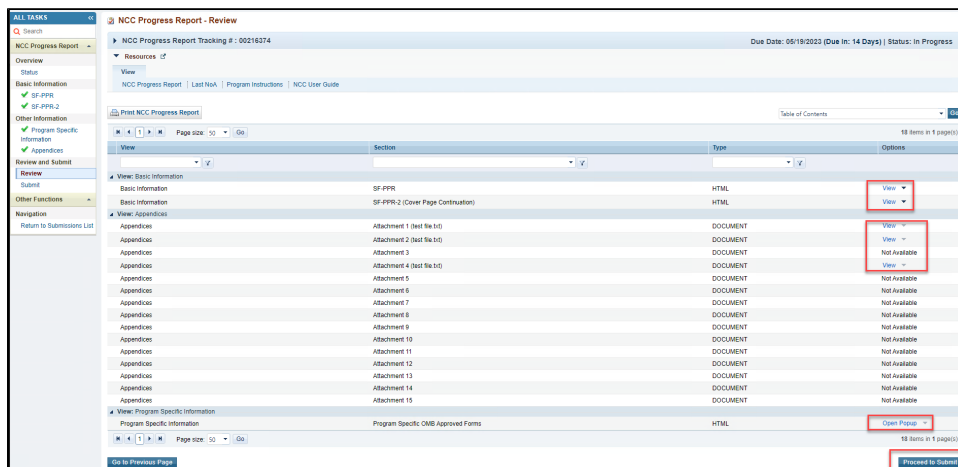
Include information not required elsewhere. This attachment provides you the opportunity to highlight your accomplishments and impact that numbers alone do not capture, and could provide useful information to HRSA for consideration during future planning. Examples of such information might include: (1) concise examples of any promising practices that contribute to the program's progress or success; (2) a summary of any evaluation findings to date; and (3) a description of how RCQI is incorporated into the program.

Review NCC Progress Report

Click on the **Review** link from the left menu to go to the **NCC Progress Report – Review** page.



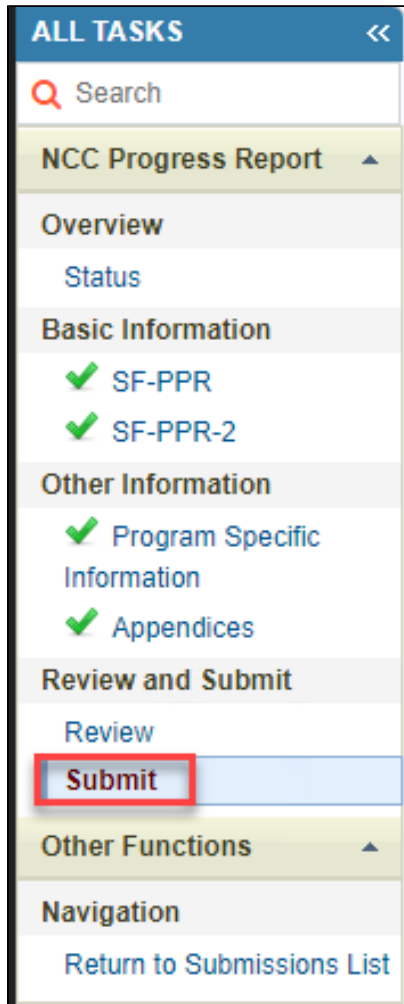
The **NCC Progress Report-Review** page is displayed, and you can access the read-only pages that were completed for the basic information, program specific information and view the attached appendices.



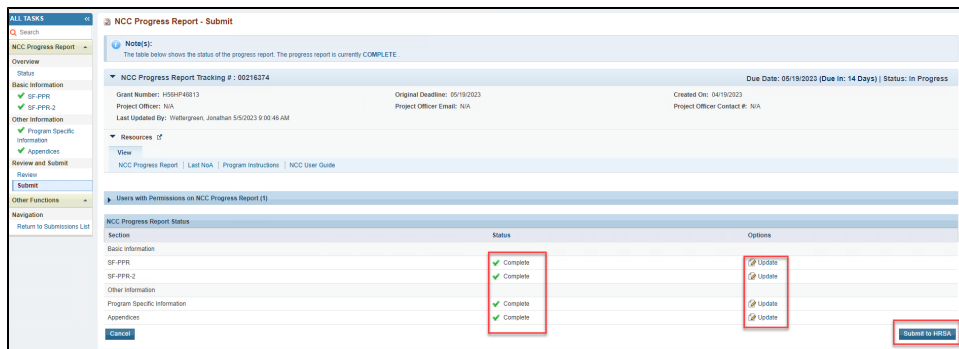
When ready to submit the NCC Progress Report, click **"Proceed to Submit"**.

Submit NCC Progress Report

Click the **Submit** link from the left menu to go to the **NCC Progress Report - Submit** page



The **NCC Progress Report-Submit** page is displayed, and you view the status of all the forms, and if needed, click **"Update"** to access any of the forms



When ready to submit, click "Submit to HRSA" to navigate to the **NCC Progress Report - Confirm Submit** page.

NCC Progress Report - Confirm Submit

Confirmation:
You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the Submit Report button below to submit the report. If you do not wish to submit the NCC Progress Report at this time, click on the Cancel button to return to the previous screen.

NCC Progress Report Tracking # : 00216274 Due Date: 05/19/2023 (Due In: 14 Days) | Status: In Progress

Grant Number: H554P0013 Original Deadline: 05/19/2023 Created On: 10/19/2023
 Project Officer: N/A Project Officer Email: N/A Project Officer Contact #: N/A
 Last Updated By: Wattergreen, Jonathan 5/5/2023 9:50:46 AM

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[NCC Progress Report](#) | [Last N/A](#) | [Program Instructions](#) | [NCC User Guide](#)

NCC PROGRESS REPORT CERTIFICATION [View Report](#)

☒ I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct.
☒ Please check the box to electronically sign the NCC Progress Report.

[Cancel](#) [Submit Report](#)

Click the check box to certify the submission and then click **"Submit Report"** to submit the NCC Progress Report to HRSA.

When the report has been successfully submitted, the NCC Progress Report – Submit Result page is displayed, with the success message indicating the

NCC Progress Report - Submit Result

Success:
NCC Progress Report was successfully submitted and received by HRSA.

The tracking number for your submission is listed below. Please keep record of the tracking number for future reference.

Your progress report will now be sent for review. During this process you may be contacted by the reviewer for additional questions related to your submission. All such questions will be directed to the contact person that you have specified in your progress report.

Submitted on Date and Time: 5/5/2023 11:19:41 AM
 Submitted By: Jonathan Wattergreen
 Tracking Number: 216374

For any questions or to find out the status of your account, please contact us.

[Return to List](#)

To return to the Submissions list, click **"Return to List"**.

This completes the NCC Progress Report submission process.

Reviewing Submitted NCC Progress Report

Return to the Tasks tab of the EHBs. From the Task page, click **Submissions** in the left navigation panel. The NCC Progress Report is no longer display

Tasks | Organization | Grants | Free Check | FQHC LALA | Dashboards | Resources

You are here: Home » Tasks » Browse » Grants » Submissions

ALL TASKS | Search | **Submissions - Incomplete List**

Not Completed | Recently Completed | All

[Export To Excel](#) [Detailed View](#) | [Search](#) | [Saved Searches](#)

Due In	Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Status	Options
Due: Later (2)									
▶ 2543 Days	Information Request for Supplemental Funding	Other Submissions	HRSA - New York Department of Health		00168079	04/01/2016 - 03/31/2017	05/19/2016	In Progress	Edit
▶ 2417 Days	Field Strength Progress Report 1	Progress Report	HRSA - New York Department of Health		00210087	08/01/2016 - 08/31/2017	09/21/2016	Not Started	Request Extension
Due: In more than 30 Days (2)									
▶ 139 Days	Field Strength Progress Report 1	Progress Report	HRSA - New York Department of Health		00338136	08/01/2022 - 08/31/2023	09/21/2023	In Progress	Edit
▶ 331 Days	Statewide Rational Service Area Confirmation	Other Submissions	HRSA - New York Department of Health		00345305	04/01/2023 - 03/31/2024	03/31/2024	Not Started	Start

Page size: 15 | 4 Items in 1 page(s)

To locate the submitted report for review, click the **All** tab above the list of pending submissions

Tasks | Organization | Grants | Free Check | FQHC LALA | Dashboards | Resources

You are here: Home » Tasks » Browse » Grants » Submissions

ALL TASKS | Search | **Submissions - All**

Not Completed | Recently Completed | **All**

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Page size: 15 | 4 Items in 1 page(s)

Search Filters:

Basic Search Parameters

Grant Number: (e.g. C8C810888) Submission Name Like:

Submission Tracking Number: Organization: ☒ All ☒ NY9 DEPARTMENT OF HEALTH

Submission Deadline (YYYYMMDD): Between And Submission Type: ☒ All ☒ Financial Report ☒ Noncompeting

Advanced Search Parameters

Display Options

Sort Method (Grid | Custom) Search Name: [Save Parameters](#) [Search](#)

[Search](#) | [Saved Searches](#)

Within the Search Filters options, you can specify the report you are attempting to locate. There are Basic Search Parameters and Advanced Search Parameters. Specify your search criteria as needed and when ready click **Search**.

Search Filters:

Basic Search Parameters

Grant Number (e.g. CIRC59888) Submission Name Line

(comma separated list) Organization

Submission Tracking Number Line

Submission Deadline (mm/dd/yyyy) Between And

Submission Type

Advanced Search Parameters

Submission Parameters

Status ☒ All ☒ Not Started ☒ In Progress

Date Submitted (mm/dd/yyyy) Between And

Project Title Line

Reporting Cycle ☒ All ☒ Academic Year ☒ Academic Year Annual

Display Options

Sort Method (Grid) (Custom)

Search Name **Save Parameters** **Search**

The Results Page displays all submitted reports.

Users can export this list of reports to Excel for their records or view the submitted NCC Progress Report by selecting the **Noncompeting Continuation** under the options section.

Export to Excel

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
Field Strength Progress Report 1	Progress Report			00210067	06/01/2016 - 06/30/2017	06/01/2016		Not Started	Request Extension
Statewide Rational Service Area	Other Submissions			00343305	04/01/2023 - 03/31/2024	03/31/2024		Not Started	Start
Information Request for Supplemental Funding	Other Submissions			00198079	04/01/2016 - 03/31/2017	05/16/2016		In Progress	Edit
Field Strength Progress Report 1	Progress Report			00338136	06/01/2022 - 06/30/2023	06/01/2023		In Progress	Edit
Noncompeting Continuation Progress Report	Noncompeting Continuations			216374	06/01/2023	05/16/2023	05/05/2023	Submitted	Submit
<p>Submission Cycle: Budget Period Start Date Available Date: 4/15/2023 Extension Approval Status: N/A Program Specific Status: Submitted to HRSA</p>									
Financial Report	Financial Report			FFR00118462	06/01/2022 - 06/30/2022	06/30/2022	06/14/2023	Submitted	Submit
Standardized Work Plan	Other Submissions			SNP00000209	06/01/2022 - 06/30/2025	11/25/2022	01/11/2023	Submitted	Submit
Noncompeting Continuation Progress Report	Noncompeting Continuations			212006	04/01/2023	01/03/2023	01/03/2023	Submitted	Noncompeting Continuations
Annual Performance Report	Performance Reports			BPMAPR000003883	10/01/2021 - 09/30/2022	11/30/2022	12/02/2022	Submitted	Performance Reports
Final Report	Progress Report			00239088	06/01/2016 - 06/30/2023	11/29/2023	11/16/2022	Submitted	Progress Report
Financial Report	Financial Report			FFR00118462	04/01/2021 - 03/31/2022	06/30/2022	10/12/2022	Submitted	Financial Report
Revised Work Plan	Other Submissions			00338134	06/01/2022 - 06/30/2023	10/15/2022	10/01/2022	Submitted	Submission